



# Job Opportunity

## State Controller's Office

**Position:** Assistant Principal Claim Auditor

Statewide

**Location:** Division of Audits  
3301 C Street, Suite 705, CA 95816

**Issue Date:** April 12, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-641-1761-006

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With direction provided by the Principal Claim Auditor, the Assistant Principal Claim Auditor is the lead staff person who assists in planning, organizing and directing the work of the Claim Audits section and other work as required. The Claim Audits section is in the State Agency Audits Bureau of the State Controller's Office and performs audits of claims against the State prior to payment from the State Treasury. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Independently audits complex claims against the State submitted by more than 270 state agencies, boards, and commissions. Independently determines legality, correctness, and sufficient provisions of law for payment from monies in the State Treasury including determination that claims are charged to proper appropriations and funds, and are proper in regard to the functions and programs of the specific State agency concerned. Independently approves claims within dollar thresholds established by office policy without the need for further review. Reviews state contracts for appropriate authorizations and approvals, highlights primary elements of the contract, and posts payments to the contract/lease database.
- Applies State laws, policies and procedures to perform independent research of complex claims to determine that laws governing the agency and rules and regulations established thereafter provide sufficient authority for the incurring of obligations; verifies claims are legal and properly applies provisions of the Constitution, state and federal statutes, opinions of the Courts and Attorney General, the California Administrative Code, and all codified sections of the law applicable to State agency's claim; verifies claims are for a public purpose, comply with the terms and conditions of contracts, and are otherwise payable from funds in the State Treasury. Prepares complex written research summaries to support findings; identifies deficiencies or defects in claims, prepares claim memoranda including claim correction letters relating thereto; reviews claim correction letters prepared by Senior Claim Auditors and Claim Auditors.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Deals tactfully over the telephone with vendor inquiries and state agency personnel to resolve problems related to claim submission or appropriate supporting documentation. Handles more difficult issues referred by senior claim auditors. Reviews the work of other auditors within a unit to determine that the quality and extent of audit work meets the needs of the agency and unit. Reviews the work of other audit units to determine the quality and consistency of audit effort within the office. Identifies policy issues and questions, which need to be brought to the attention of the Principal Claim Auditors for resolution. Assists with training of new staff and updating current staff on new laws, procedures, etc.

*Applications will be screened and only the most qualified will be interviewed*

#### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls